

West Virginia Board of Examiners for Registered Professional Nurses

Guidelines and Requirements for Initiating a New Nursing Education Program

1. The controlling agency or institution will submit to the Board a letter of intent to plan a nursing education program preparing graduates for initial licensure as a registered professional nurse. The letter of intent must include projected time lines for initiation of the program and a comprehensive needs assessment report completed by the agency or institution. Copies of documents notifying the intent to open the new program to the appropriate state and national accrediting bodies for the nursing program shall be provided to the Board. This information is to be submitted at a time that provides for Board review, visit, and report to the Board at a regularly scheduled meeting for decision prior to the initiation of the program. Generally 10 to 12 months in advance of the anticipated start date of the program.
2. The comprehensive needs assessment report shall include information regarding how the determination was made that a program is needed in the community; letters of support from the community of interest, including are health care facilities; nursing programs within a sixty (60) mile radius of the planned program; potential strengths and potential or probable anticipated problem areas.
3. The nursing education program shall submit a comprehensive report to the Board identifying how the program will meet the standards within 19CSR1. This includes:
 - how the program will meet interface with the controlling agency or institution;
 - program goals and outcomes (how they will be measured);
 - administration of the program;
 - budgetary provisions;
 - clinical facilities available and adequate to meet the educational needs of the students
 - projected student enrollment; projected faculty needed to meet the educational needs of the students and qualifications of those interested and hired for ths satellite;
 - faculty interaction and responsibilities with the program and controlling agency or institution;
 - the systematic evaluation plan;
 - resources that will be used by faculty and students (office space, secretarial supports, equipment; labs, classrooms library and computer access);
 - statements on how faculty and students will participate in required program activities;
 - the curriculum for the nursing program; and
 - additional requests for information by the Board.

4. Copies/lists of:
 - faculty qualifications;
 - health care facilities under agreement for clinical experiences;
 - listing of preceptors that will be utilized for student experiences;
 - evidence of liability insurance for faculty and students;
 - advertisement of the program;
 - curriculum for the program;
 - student policies for the program;
 - student services available;
 - faculty list and credentials teaching biological, physical and behavioral sciences
for the program and how they meet the requirements of the controlling agency or
institution; and
 - additional documentation requested by the Board.
5. A Board visit to the new program will occur to verify information provided to the Board in items #1-4 and the application. The visit will occur prior to the initiation of course work at the new program and prior to a regularly scheduled Board meeting.